



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
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NTCGLAKESINST 1020.6K  
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29 Mar 01

NTC GREAT LAKES (COMPLEX<sup>3</sup>) INSTRUCTION 1020.6K

From: Commander, Naval Training Center, Great Lakes

Subj: UNIFORM POLICY AND REGULATIONS

Ref: (a) U.S. Navy Uniform Regulations (NAVPERS 15665H)  
(b) CNETINST 5400.2C

1. Purpose. To prescribe and promulgate uniform policy and regulations for Naval personnel in the Commander, Naval Training Center (CNTC), Great Lakes Regional Area of Coordination

2. Cancellation. NTC Great Lakes Instruction 1020.6J.

3. Background. Reference (a) is the updated basic directive governing the wearing of uniforms and civilian attire by naval personnel. Per reference (b), the uniform prescribing authority for the five state areas of Illinois, Indiana, Michigan, Ohio and Wisconsin is CNTC, Great Lakes.

4. Discussion. Navy uniforms are distinctive visual evidence of the authority and responsibility vested in their wearer by the United States. Naval personnel must present a proud and professional appearance that will reflect positively on the individual, NTC Great Lakes and the Navy. All personnel will comply with these regulations and demonstrate the correct wear of Navy uniforms. Exemplary military appearance is the norm for uniformed personnel. Reference (a) and this directive describe all authorized U.S. Navy uniforms and their proper wear within the CNTC coordination area. This uniform policy and regulation is a general order and applies to all military members without further implementation. Violations may result in prosecution under the UCMJ as well as adverse administrative action.

5. General Regulations.

a. Prescribed seasonal uniforms are as follows:

(1) Winter Uniforms:

Uniform of the Day - Service Dress Blue

Alternate Uniform - Service Khaki (Officer/CPO)  
- Winter Blue (E1 - E6)

Working Uniform - Working Khaki (Officer/CPO)  
- Dungaree (E1-E6)

(2) Summer Uniform:

Uniform of the Day - Summer White (Officer/CPO)  
- Summer Dress White (E1 - E6)

Alternate Uniform - Service Khaki (Officer/CPO)  
- Summer White (E1 - E6)

Working Uniform - Working Khaki (Officer/CPO)  
- Dungaree (E1 - E6)

b. Seasonal Uniform Period. All uniform periods commence and terminate at 0001 local time. Seasonal uniform periods are described below:

(1) Summer: Prescribed - first Monday in May to the first Monday in October.

(2) Winter: Prescribed - first Monday in October to the first Monday in May.

c. Commanding Officers are authorized to permit officers and staff enlisted personnel to wear the working uniform (khaki or utilities) directly to and from personal quarters. Personnel wearing the working uniform outside the limits of a Naval facility/reservation, including housing areas, are not authorized at any time to enter local civilian business establishments for meals, enter into drive-up windows of fast food restaurants or banks

and/or conduct any form of personal business. The only exceptions are bona fide emergencies and to drop off/pick up children at childcare facilities.

d. Working uniforms are authorized for wear in Navy commissaries, exchanges, snack bars, Personal Support Detachment offices, and other service-type facilities including all on-base restaurant operations. Duffer's Den and the Navy Exchange at Burkey Mall are considered on-base facilities.

e. Service Dress Blue or Service Dress White, as appropriate for the season, will normally be worn at official functions where Formal Dress, Dinner Dress, or Full Dress uniforms are not prescribed by commanders and commanding officers. Full Dress uniforms are prescribed for official participants at formal occasions such as change of command, formal inspections, and similar ceremonies. The Full Dress Uniform shall include white gloves for officers and chief petty officers. Officers shall carry swords as prescribed in reference (a). In prescribing the uniform for guests, judgement must determine the appropriate formality of the ceremony based on naval tradition and customs, as well as the stature of participating officers and invited guests. Participation by very senior officials in government, for example, makes prescribing Service Dress White for guests appropriate. Summer white may be appropriate for guests on other occasions. If there is any doubt which uniform is appropriate for guests, Service Dress White should be prescribed.

f. Dress uniforms, Formal Dress and Dinner Dress are prescribed for formal and evening functions or state occasions at which civilians normally wear Dress (white tie) or Dinner dress (black tie). Specialized dress uniforms may be prescribed to meet certain unique protocol requirements.

g. Boots/Shoes. At Naval Training Center, Great Lakes no other footwear is authorized for wear with the Naval uniform other than described in ref (a). Shoes/boots will be well shined and in good repair and not detract from the wearing of the Naval uniform. Hiking boots, or boots with

excessively thick or wide soles are not authorized. Flat-soled shoes/boots and black steel-toed tennis shoes are not authorized for wear with any uniform. Supervisors must pay close attention to the wearing of boots with the winter uniforms. If the boot has not been purchased through the uniform shop or issued as organizational clothing and cannot hold a shine, then the boot is suspect of detracting from the uniform and shall not be worn.

h. Beepers/Pagers. If the pager is owned and issued by the Navy to the individual as a requirement for military duties/watchstanding, it may be worn inconspicuously, e.g., on the belt. If the pager is owned by the individual, it may be carried but shall not be visible on the uniform.

i. If required for safety reasons, retainer straps for spectacles are authorized. When worn, they will be plain, black and worn snugly against the back of the head. Retainer straps are not authorized when wearing sunglasses, reading glasses, etc. while in uniform.

j. Sunglasses worn with the Naval uniform will be conservative and will not detract from the wearing of the uniform. Designer sunglasses i.e., tinted blades; mirror-type or pointed lens type sunglasses are not authorized for wear with the naval uniform. "Safety straps" are not authorized for wear with sunglasses while in uniform. Frames for sunglasses will be plain silver, gold (aviator type), brown or black. Designer frames are not authorized for wear while in uniform. Sunglasses will not be worn in formation unless they are prescription and required for medical reasons.

k. Gloves, earmuffs and scarves shall be worn in strict compliance with reference (a).

6. Organizational Clothing/Unique Uniform Items.

Reference (a) defines organizational clothing as "any clothing lent to and individual by a naval activity. This clothing remains property of the Navy and is returned to the activity when the individual is transferred." Organizational clothing is worn WITH WORKING UNIFORMS ONLY while performing duties for which the organizational clothing is issued. Common organizational clothing

includes: coveralls, foul weather gear, foul weather jackets and green nylon flight jackets. Organizational issue clothing authorized for wear at the Great Lakes Complex includes only those items issued at Great Lakes. The wearing of organizational clothing while commuting in working uniform or while wearing any Service Uniform (with ribbons) is strictly prohibited.

a. Commanding Officer, Recruit Training Command (RTC) may authorize division commanders to wear extreme cold weather caps (black leather caps) as organizational clothing when outdoors with their division on board RTC. When authorized, a miniature cap device (E7-E9) or miniature pewter collar device (E4-E6) will be worn centered on the front of the cap.

b. Command ball caps may only be worn with working uniforms within the confines of Naval Training Center, to include; Navy commissaries, exchanges, snack bars, Personal Support Detachment offices, and other service-type facilities including all on-base restaurant operations. Duffer's Den and the Navy Exchange at Burkey Mall are considered on-base facilities. The standard Navy blue (black in appearance) in color may also be worn with the working uniform. The command name/designation/logo may be in command traditional colors. Recruits shall wear "RECRUIT" ball cap until satisfactory completion of Battle Stations. Service School Command students under orders to sea duty commands may wear the fleet unit ball cap and belt buckle. Fleet students TAD to Service School Command may wear the command ball cap from their parent command while assigned to SSC Great Lakes.

c. Pedestrians in uniform between the hours of sunset and sunrise may wear reflective armbands and waist belts for safety.

d. Camouflage Utility Uniform. The following personnel are authorized to wear camouflage while engaged in field work and non-administrative activities:

- (1) All Construction Battalion personnel.

(2) All Security Department personnel engaged in security duties.

(3) Auxiliary Security Force personnel when engaged in training and work in the field.

(4) Navy SEAL Team members assigned to RTC.

(5) Naval Reserve Force Fleet Hospital personnel during duty days.

The wearing of Camouflage Utility Uniforms by duty personnel other than those listed above is prohibited without express written permission of CNTC.

e. Flight clothing. Flight clothing is organizational clothing which has been approved by the CNO for wear by aircrew members and individuals engaged in flight or flight-related duties. As organizational flight clothing is not issued at Great Lakes, those items will not be worn with any uniform on the NTC Complex. Specifically, green nylon flight jackets are not authorized for wear.

f. Brown G1 Leather Jacket. Naval Aviators, Naval Flight Officers, Flight Surgeons and E7-E9 Aircrewmen may wear the leather flight jacket with service khaki, working khaki, winter blue, winter working blue and aviation working green. If wearing aviation working green, authorized members may wear either the leather flight jacket or the green uniform blouse. Eligible enlisted Aircrewmen E6 and below are authorized to wear the leather flight jacket with dungarees, winter blue and winter working blue. Only direct point to point transit is appropriate when the leather flight jacket is worn to and from work with working uniforms. The zipper shall be closed at least  $\frac{3}{4}$  of the way up when worn.

g. Leather Flight Jacket insignia/patches. Patches/insignia shall be worn on the brown leather flight jacket as follows:

(1) Left Breast. Black or brown 2 by 4 inch nametag is authorized. Centered in the top field will be the

aircrew designation insignia. The name in block letters will occupy the lower field and will include a minimum first name or initial and last name. Nametags may be affixed either hook and pile (velcro) or directly to the jackets.

(2) Optional logos. One command patch may be worn over the right breast pocket. Maximum width may not exceed 4 ½ inches. No other patches are authorized.

7. Personal Pride and Excellence. United States Naval personnel must set and maintain high standards of pride in uniform appearance. On or off base, a positive military image is achieved by attention to detail while wearing uniforms or civilian attire and is the key to excellence in the public image of the Navy.

a. Uniforms will be kept scrupulously clean with lace, devices and insignia bright and free from tarnish and corrosion.

b. Military creases on uniform shirts, while an individual option, are highly encouraged as a means of demonstrating professional excellence. Sew-in creases are not authorized except on khaki uniforms sold by Navy Exchange.

8. Guidance for Civilian Attire.

a. Officers and enlisted personnel are permitted to have civilian clothing in their possession at naval activities ashore when authorized by prescribing authority. Commands are authorized to suspend (up to 30 days per infraction) the privilege of wearing civilian clothing for individuals who do not achieve and maintain an acceptable appearance.

b. Whenever civilian clothing is worn, naval personnel shall ensure that their dress and personal appearance are appropriate for the occasion and location, and will not discredit the Navy. The naval service is an honorable profession, and pride in appearance, whether in uniform or civilian attire, is an expression of this pride and dedication to the military service.

c. While aboard NTC, Great Lakes, civilian clothing or athletic (PT) gear that is dirty, ragged, torn, mutilated, or provocative is prohibited. Current styles and fashions which are conservative and in good taste are authorized aboard NTC, including facilities such as the Navy exchanges, commissary, dining halls, recreational services, and other general use facilities. However, fashions such as short shorts, white undershirts worn as an outer garments, and clothing advocating drug abuse or displaying lewd or profane words or pictures are not authorized. Tank-top shirts, cut-off shorts, and shower sandals are appropriate civilian attire for occasions such as picnics, athletic events, and other casual daytime activities, otherwise the above items are not acceptable on NTC, Great Lakes, except at base housing. All naval personnel shall present themselves in a manner reflecting a prideful, unprovocative, and neat appearance. Those not meeting these standards may be denied access to the facilities.

d. Earrings are prohibited for male naval personnel and body piercing is prohibited for male and female naval personnel in civilian attire while aboard NTC, Great Lakes, or participating in any military recreational activities.

e. When off base in a liberty status, naval personnel are highly encouraged to follow the above guidelines.

f. Only those articles of the military uniform listed below may be worn with civilian attire by military personnel:

- (1) Command ball caps (without rate insignia)
- (2) Belts with civilian buckles
- (3) A four-in-hand neck tie
- (4) Gloves
- (5) Socks/hosiery
- (6) Shoes
- (7) Underwear
- (8) Raincoats (without insignia)
- (9) Jacket, Black Knit; Blue windbreaker; Khaki windbreaker; (without insignia)
- (10) Sweaters (without insignia and name tags)
- (11) Watch cap, knit
- (12) Handbag



9. Action. Commanders, commanding officers and officer-in-charge will ensure compliance with this instruction. Continuous instruction and supervision are necessary to ensure that uniforms are properly worn and maintained so as not to bring discredit upon the individual, the command or the Naval Service. Individuals at all levels of the chain of command must ensure their personal appearance and that of the subordinate conforms to uniform regulations and grooming standards as set forth in references (a) and (b) and this directive. Pride in appearance is viewed as the mark of a professional organization and a prime indicator of morale and discipline within a command.



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Distribution:

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List I, II (Case A), III-A, C, IV, VI